Advancing a Healthier Wisconsin Endowment

Medical College of Wisconsin

JOB OPENING

**Administrative Assistant Sr**

LINK TO APPLY: <https://careers.peopleclick.com/careerscp/client_medcollegewi/external_staff/gateway.do?functionName=viewFromLink&jobPostId=20051&localeCode=en-us>

Requisition ID #: 28820

Job Category: Administrative Support/Office

Employment Type: Full Time

Experience Level: Experienced (non-manager)

City, State: Milwaukee, WI

Work Location: Medical Education Building

Department: Advancing a Healthier Wisconsin Endowment

Education: High School Diploma

Position Description:  
The Advancing a Healthier Wisconsin Endowment was established by the Medical College of Wisconsin in 2004 to receive a portion of the charitable funds from the conversion of Blue Cross Blue Shield of Wisconsin from a nonprofit organization to a for-profit corporation. The proceeds of the sale were generously gifted to Wisconsin’s two medical schools – MCW and the University of Wisconsin School of Medicine and Public Health – on behalf of the people of Wisconsin. AHW proudly calls the MCW School of Medicine home. It is this strategic placement in the third largest private medical school in the nation – within Wisconsin’s largest private research institution – that enables us to steward this gift, combining the power of philanthropy with that of academic medicine to serve as a catalyst for positive change statewide. Learn more at [www.ahwendowment.org](http://www.ahwendowment.org/) and learn how you can be a part of the AHW team!

Under general direction, support the Director of the Advancing a Healthier Wisconsin Endowment in a timely and professional manner to facilitate achievement of the Endowment’s goals and mission. Perform clerical and administrative tasks such as drafting correspondence, scheduling appointments, organizing and maintaining files, making travel arrangements, processing financial transactions, and providing information to visitors.

**Responsibilities:**

* Anticipate and initiate action regarding administrative functions while coordinating and leading projects.
* Manage complex calendars, coordinate meetings and travel itineraries, prepare pertinent agendas and materials.
* Schedule meeting rooms and ensure technology needs are met.
* Serve as key point of contact for a variety of internal and external audiences.
* Provide resolution to phone inquiries; prioritize issues; route calls as appropriate.
* Distribute mail and organize filing systems; accurately maintain records.
* Initiate purchase orders, check requests, procurement card purchases, and manage invoices.
* Create presentations, minutes, letters, memos, and forms.
* Independently compose email and other correspondence which may contain confidential information.
* Create workflow charts, spreadsheets, and databases.
* Conduct research, compile data, and prepare presentations and reports for leadership review.
* Possess working knowledge of AHW’s data management system, to retrieve information, run reports, and create dashboards.
* Provide information as needed for special projects assigned by AHW leadership.
* Collaborate across AHW functional units and the organization to uphold stewardship objectives and principles.

Preferred Schedule:  
8am-4:30pm

Position Requirements:

**Minimum Qualifications:**

*Appropriate education and/or experience may be substituted on equivalent basis*

Minimum Required Education: High school diploma

Minimum Required Experience: 5 years of experience

**Preferred Qualifications:**

Preferred Education: Associate or bachelor’s degree

Preferred Experience: 5 years of progressively complex responsibilities supporting and organizational leader, including effective writing skills

Field: Business, Communications, or related field

* Knowledge of computers, clerical procedures, customer service standards, and information management. Experience with Oracle is a plus.
* Considerable skill and in-depth knowledge of organizational policies and procedures.
* Strong writing, organizational, time management, interpersonal, collaborative communication, and problem-solving skills.
* Exercise confidentiality and a high degree of discretion.

**Why MCW?**

* Outstanding Healthcare Coverage, including but not limited to Health, Vision, and Dental. Along with Flexible Spending options
* 403B Retirement Package
* Competitive Vacation and Paid Holidays offered
* Tuition Reimbursement
* Paid Parental Leave
* On campus Fitness Facility, offering onsite classes.
* Additional discounted rates on items such as: Select cell phone plans, local fitness facilities, Milwaukee recreation and entertainment etc.

For a full list of positions see: [www.mcw.edu/careers](http://www.mcw.edu/careers)

For a brief overview of our benefits see: <https://www.mcw.edu/departments/human-resources/benefits>

*Eastern Wisconsin is a vibrant, diverse metropolitan area.  MCW is intent on attracting, developing, and retaining a diverse workforce and faculty body that reflects the community we serve. We value diversity of backgrounds, experience, thought, and perspectives to advance excellence in science and medicine.  MCW is a welcoming campus community with a strong culture of collaboration, partnership, and engagement with our surrounding community****.***

About MCW  
The Medical College of Wisconsin (MCW) is one of the largest healthcare employers in Wisconsin. We are a distinguished leader and innovator in the education and development of the next generation of physicians, scientists, pharmacists and health professionals; we discover and translate new knowledge in the biomedical and health sciences; we provide cutting-edge, collaborative patient care of the highest quality; and we improve the health of the communities we serve.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.